

ANR Procedures - Volunteer's DOJ Report Indicates Arrest and/or Conviction

If you get a DOJ "hit" send the report to ANR's Director of Risk and Safety Services at baotman@ucanr.edu or call 530-750-1264.

Note: In the context of this document "ANR Authority" means the County/MCP Director, the Research and Extension Center Director, or the ANR Statewide Program Director (and/or designee). In addition to the below, note that the ANR Authority is empowered to "non-renew" a volunteer at any time if their services are no longer needed/beneficial to the ANR program.

DOJ Report	Status of Criminal Offense	Upon Receipt of Initial Background Check	Upon Receipt of Subsequent Arrest Notification
Crime is NOT a "Barrier Offense" per ANR Volunteer Barrier Offenses	Arrest	ANR Authority may (but is not required to) consider appointing the individual by balancing the factors below in partnership with the Director of Risk & Safety Services: 1. Seriousness of the crime, 2. Have they been Arrested or have they been Convicted, 3. Length of time since last offense, 4. The duties required in the volunteer position, 5. Pattern of criminal activity, and 6. Constructive activities the applicant has been involved in since the offense occurred.	ANR Authority must call Risk & Safety Services (RSS) within 72 hours for review. If RSS cannot be reached or are not able to review within 72 hours, suspend the volunteer's service until further consideration. If ANR Authority suspends the volunteer and later decides not to reinstate, a termination letter must be issued. ANR Authority may (but is not required to) consider re-appointing the individual by balancing the factors below in partnership with the Director of Risk & Safety Services: 1. Seriousness of the crime, 2. Have they been Arrested or have they been Convicted, 3. Length of time since last offense, 4. The duties required in the volunteer position, 5. Pattern of criminal activity, and 6. Constructive activities the applicant has been involved in since the offense occurred.
	Conviction		
Crime IS a "Barrier Offense" Per ANR Volunteer Barrier Offenses	Arrest	ANR Authority must NOT appoint the individual as a volunteer. Forward the report to Director of Risk & Safety Services.	ANR Authority must immediately SUSPEND the volunteer's service. Forward the report to Director of Risk & Safety Services.
		ANR Authority may appoint or reinstate if/when the individual demonstrates conclusively that the charging period has passed and that no "Barrier Offense" charge was filed, or that such a charge was filed but was subsequently dismissed, or that they were found not guilty.	
	Conviction	ANR Authority must NOT appoint the individual as a volunteer.	ANR Authority must immediately TERMINATE the volunteer's services.